

REGULATIONS PERTAINING TO PAYROLL DEFERMENT AGREEMENTS

I hereby confirm my registration at the University of Windsor. I acknowledge and accept all related net charges made to my account for Tuition, Residence, Food Plan and any other indebtedness incurred by myself during the semester(s) indicated above. I authorize all valid charges to be deducted from any/all monies owed to me for employment and accept responsibility to ensure that such deductions are actually made.

The amount of the deduction per pay will be determined by Payroll from a total balance indicated by Cashiers. Any/all revisions to charges during the semester, resulting from periodic audits, will be forwarded to Payroll for adjustment effective the next available payroll. The Cashiers' Office will notify the student of any balance that cannot be recovered through payroll and payment will be due and payable immediately at the Cashiers' Office.

Cancellation or withdrawal cannot be effected by telephone, by stopping payment on cheques or by failure to attend classes, but must be done on the SIS Student Web, or in person or writing to the Registrar's Office.

I understand and accept responsibility for the terms of this deferment and agree to pay my account in full during the semester indicated. I also understand that ACADEMIC and RESIDENCE privileges may be canceled if the above arrangements are not met and any outstanding debt will be subject to daily interest and other fees incurred to the date of cancellation.

ACADEMIC SANCTIONS

If there is insufficient payroll available to fully pay your account due to lateness in filling out these forms, changes in your status as a student (eg. part-time to full-time, Canadian rates to Visa rates, etc), you are responsible for paying any difference between what payroll will cover and your fees owing. You will be subject to interest charges on any differences. Also, academic sanctions will be applied to your account. These sanctions include, but are not limited to:

- no changes in registration for the current term
- no registration for any future terms
- no transcripts will be issued
- no record of degree or release of your diploma will be permitted
- no tuition income tax certificates will be released